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BURGESS HILL TOWN COUNCIL

Invitation to tender for the proposed construction of an extension to Burgess Hill Burial Ground, Jane Murray Way, Burgess Hill RH15 9TT.

21 JUNE 2024

TGMS1233.6

STATUS: TENDER



REVISION RECORD					
Rev	Date	Description	Prepared	Checked	Approved
0	21-06-24	Document Creation.	RE	MY	MY



TGMS and PSD Agronomy are trading names of Professional Sportsturf Design (North West) Ltd.
 Company number: 01957538.
 Registered Office: Wigan Road, Leyland, Lancashire, PR25 5XW.
 Directors: Dr Richard Earl and Gary Owen.

INVITATION TO TENDER

We are pleased to invite your company, on behalf of our client Burgess Hill Town Council, to submit a tender for the provision of the below service.

Construction of an extension to Burgess Hill Burial Ground

Please find the following Tender Documents comprising:

1. Specification including summary of Contract Preliminaries & Form of Tender (TGMS1352.1 Burgess Hill Burial Ground Extension construction specification 21 04 24).
2. Tender Drawing: Tgms1352.1-1 Burgess Hill Burial Ground Extension - Site Layout.
3. Work Schedules (in Excel - for ease of return); TGMS1352.1 Burgess Hill Burial Ground Extension Work Schedules 30 04 24.
4. Tender return documents (in Word – for ease of return); TGMS1352.1 Burgess Hill Burial Ground Extension Tender Return Document 20 06 24.
5. Tender assessment criteria (80-20).

Your tender submission should comprise the following:

1. Completed Form of Tender.
2. Completed Work Schedules (in excel).
3. Completed Method Questionnaire.
4. Completed Sub-contractors Questionnaire.
5. Completed Past Experience Questionnaire.
6. Proposed programme of works on weekly resolution.

Please note, the tenders will be assessed on the basis of 80% cost, 20% quality as per the attached criteria.

The signed tender submission is to be returned by email to both tenders@tgms.co.uk and ramize@burgesshill.gov.uk by no later than 12:00 on Friday the 19th of July 2024. Using your email software, please request both delivery and read receipts.

Please note the following:

1. Check the tender documents and notify us immediately if there are any omissions.
2. All items in the Work Schedules are to be priced in GBP. Any costs relating to items which are not priced will be deemed to have been included elsewhere in your tender.
3. Tenderers should note that all bids will be carefully scrutinised and, after making any necessary enquiries, any bids which are considered not to be credible, whether on the basis of price or resourcing, will be eliminated.
4. Any questions you may have regarding any part of these documents are to be presented in email to tenders@tgms.co.uk by **no later than Wednesday the 10th of July 2024**. All tenderers will receive a copy of all the questions submitted, together with replies, via email by **Friday the 12th of July 2024**.
5. Tenderers are prohibited from contacting councillors or council staff to encourage or support their tender outside the prescribed process.
6. In order to facilitate the proper comparisons of tenders, no unauthorised alterations to the tender documents shall be made. Tenders containing unauthorised alterations or qualifications may be rejected. If you desire to make any changes, your proposals should be submitted to us in time to be considered and, if approved, circulated to all tenderers.

Arrangements for undertaking a site visit during the tender period can be found in **Section 2.1.2** of the Specification. It is recommended that Contractors should visit the site to familiarise themselves with site constraints.

N.B. The Client reserves the right to not award a contract from this tender process.



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